Twendid. STATE RECORDS DISPOSITION STANDARD **GEORGIA**

DEPARTMENT OF ARCHIVES & HISTORY

RECORDS MANAGEMENT DIVISION

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Asplication Itale	INNERSIGERONS: See separate instructions for completion of	FOR RICORDS MANAGEMENT DIV	INDION USE:
	tenet and reverse of this form fign original and two copies	Date Received Application No	ate Completed
Agency Application No	and forward to Department of Archives and History, Alfestion:	j • •	י דיוטיי
AGENCY, Division, Sui-division	The state of the s	4. Person to Centact	T. Statistical Communication of the State of Sta
Department of Trans	portation	M. Bradford	
Division of Adminis	tration	•	
General Support Ser	vices- Gen eral Files	5 Working Title	6. Tel. No.
Atlanta, Georgia		5. Working Tille Records ligt. Offices	656-5253

ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. DISPOSE OF PRESENT ACCUMULATIONS: NO FURTHER ACCUMULATION ANTICIPATED.

3. Earliest & Latest Dates of Series

9. Exact Series Title

1961- To Date

Airport Project Construction File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the construction of airports.

See attached list for documents included in the series.

File is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of 1	Drawers	Cu. Ft. of	Records
<u> </u>	Entire also Fife Drawers	41/2	7	ANNIAL BATE OF ACCUMULATION	Ļ		3,	/4
	Lagal-size Pile Drawers	· · · · · · · · · · · · · · · · · · ·		Proor Space Complet (Aquare Pant)	in Off	leo(a) La	Storage A	res(s)
					This Year's	Last Year's	Preceding Year's	All Prior Year's
سر.				Average Daily References	10	10	5	

Y	QUESTIONNAIRE PIECE HE			
13	l. Is this the Record Copy of	the series?		्रिया ।
i	. Is there a duplication of this	series in another office or agency?		l j lx
15	. Is the information containe	I in this series ever summarized or published? A	ttach copy of summary or public	cation.
16	. Does the series contain cla	ssified information requiring security handling?		[] 'X
17	. Does the series initiate, amo	end or terminate agency policies and procedures		l l 'x
18	. Could the function be perfe	ormed if the files were lust or destroyed?		[] lx
19	. Is the series (or major porti	on of it) regularly incrofilmed? If yes, why?		i l
20	. Does the record sories prov	ide data as input to an EDP file?		[] [x
21.	. Does the record series con	tain documentation produced as EDP printout?		() (x
22.	. Has the Federal Governmen	nt issued instructions governing retention/dispos	sition of these files?	[] [x
23.	Will there be a need for II	nese records 10, 15 years from now? If yes, who	at?	[] [X
24.	REQUIREMENTS. The follow	ring requires the files to be kept 7	years:	
		ATUIE OF C. [] AUDIT d. [] FEDERAL MITATION PERIOD LAW	DECISION	. [] HISTORICAL VALUE
	Georgia Code Annotate	Cite Law, Statute, or other reason for the red Section 3-705 action upon simple ears after the right of action shall	contracts in writing sh	mall be
25	Georgia Code Annotate brought within six ye	d Section 3-705 action upon simple ears after the right of action shall	contracts in writing sh l have accrued.	
25.	Georgia Code Annotate brought within six year	ed Section 3-705 action upon simple ears after the right of action shall NS: This agency recommends that the file se	contracts in writing shall have accrued. Tries be cut off at the end of ener Completion of projection	ach et and final the
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AIRPORT PROJECT FILE

- 11. The series contains the following documents:
- (1) Contract File
 - a. Contract for construction of airport (simple contract)
 - b. Affadavit for priot approval of subcontractors on equipment
 - c. Supplemental agreement
 - d. Map Showing location of project
 - e. Telegram to Commissioner giving authorization data
 - f. Maintenancé Agreement
 - .g. Special provisions
- (2) Statement Voucher Payment File
 - a. Monthly statements (form HD 9)
 - b. Final voucher
 - c. Final payment by State to county/city
 - d. Transmittal letter and other coorespondence
 - e. Requests for allotments (form HD 107)
 - f. Letters showing checks paid to county/city
- (3) General File
 - a. Final acceptance report
 - b. Correspondence
 - c. Plan sketches
 - d. Notification that project is ready for inspection
- (4) Estimate file
 - a. Detailed cost estimate

Amended 74-352+74-353,

Application for

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OFFICE OF SECRETARY STATE

RECORDS MANAGEMENT DIVISION

STATE OF GEORGIA

RECORDS DISPOSITION STANDARD

1.	Application Date	INSTRUCTIONS: See separate instructions for completion of FOR RECORDS MANAGEMENT DIVISION USE
		front and reverse of this form. Sign original and two copies Data Received Application No. Date Completed
2.	Agency Application No.	and forward to Department of Archives and History, Attention: DEC 1 8 1973 73-594 JAN - 3 1974
		Records Management Officer.
ī	AGENCY. Division. Subdivision 4	Administering Office Address

AGENCY. Division. Subdivision & Administering Office Address
Department of Transportation
Division of Administration
General Support Services— General Files
Atlanta, Georgia

M. Bradford

5 Working Title 6 Tel. N

Records Mgt. Offices | 656-5253

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Legal-tire Pile Drawers			Plant Spece Oceaning (Square Feet)	1= Or 6	fico(s) li	Sterage /	Lres(s)
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	10	10	5	

	QUESTIONNAIRE	Place an	"x" in the proper co	olumn. If answer is "YE	S," picase explain	<u></u>	YE	s No
13	. Is this the Record	Copy of	the series?				ζ],	र्षा ।
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